

**Briya Public Charter School
Board of Trustees Meeting Minutes DRAFT
Saturday, March 5th, 2022, 12:00-1:00 p.m.**

Board members present

Daniela Carozza, *Chair*
Flor Buruca, *Secretary*
Doris Garay, *Vice Chair*
Bill Bletzinger, *Treasurer*
Alejandra Sandoval
Cara Sklar
Ji Sung Yang
Brenda Martinez
Jennifer Huang
Brittany Pope

Staff members present

Christie McKay, *Executive Director*
Lorie Preheim, *Director of Outreach & Adult
Education Strategy*
Geovanna Izurieta, *Director of Finance*
Stella Wang, *Board Liaison*
Camilla Taft Hicks, *Accreditation/Strategic
Planning Coordinator*

Board Members Absent

Judy Mortrude

1. Call to Order
 1. The meeting was called to order at 12:11 pm.
2. Approval of Minutes
 1. January 12th, 2022, Briya Board Meeting Minutes
 1. *Ji Sung Yang moved to approve the January 12th, 2022 Briya Board meeting minutes; Brenda Martinez seconded. The motion passed unanimously.*
 - Roll call:
 - Alejandra Sandoval – yes
 - Brenda Martinez – yes
 - Daniela Carozza, Chair – yes
 - Flor Buruca, Secretary – yes
 - Bill Bletzinger – yes
 - Ji Sung Yang – yes
 - Doris Garay – yes
 - Cara Sklar – yes
 - Jennifer Huang - yes
 - Brittany Pope - yes
 - Judy Mortrude – absent
3. Director’s Report – reported by Christie McKay, Executive Director

1. The report was this morning during retreat.
4. Development Committee – reported by Christie McKay
 1. Boardable training
 1. We will do boardable trainings at each committee. Stella will set up a time to come to each committee and do a training on Boardable.
 2. As a reminder, Briya started Boardable last year and we are giving it one more year to determine whether we want a software program to manage our board materials or if we decide we do not need it.
 3. Annual subscription to boardable is \$1600. It can be good for security because we have it all documents together. If we use it well it would be nice to have all the committee materials in one place. If no one has time to use it then we shouldn't use it anymore.
 4. Stella will reach out to committee leads to determine the next time for these trainings
 5. If any board members need a link to join Boardable again, please let Stella know.
 2. Update on structures
 1. We may begin a facilities committee. We have had a research committee, but with Judy slowly moving off the board we may reconfigure some members.
 2. We may reach out to people who were on different committees to see how we might want to restructure either this summer or starting in September.
 3. Development committee has been responding to and fostering the relationship with Mary's Center. Christie is looking forward to the development committee following up with what Todd Cox shared with us this morning during the retreat to set up tours, committees between boards, continuing with research institute, and inviting Dr. Elliott to a meeting.
 4. Development committee is working on the officer slate for the next board cycle in September, so we're also interested in having a clearer path to the next chair, have clearer guidelines for max time of service for board chair, etc. It would be great to have a vice chair to have a chair in training. The goal is to have less uncertainty when it's time for someone to step down.
5. Finance – reported by Geovanna Izurieta
 1. Approval of IRS 990 form
 1. The form is created by our external auditors. There are two changes from last year:
 - Number of volunteers in the form traditionally included only volunteers to come on site to help with programs. From this year, auditors have included members of the board who have participated during the calendar year as volunteers as well.
 - We have added this year's schedule I (page 32) to include all grant recipients for the childcare grant we received from Mary's Center during 2021. Schedule I also has listed the financial COVID-19 support Briya has provided to students.
 2. *Bill Bletzinger moved to approve the IRS 990 form; Doris Garay seconded. The motion passed unanimously.*

- Roll call:
 - Alejandra Sandoval – yes
 - Brenda Martinez – yes
 - Daniela Carozza, Chair – yes
 - Flor Buruca, Secretary – yes
 - Bill Bletzinger – yes
 - Ji Sung Yang – yes
 - Doris Garay – yes
 - Cara Sklar – yes
 - Jennifer Huang – yes
 - Brittany Pope - yes
 - Judy Mortrude – absent

2. Financials from January 2022

1. We continue to track well on key performance indicators.
2. We are ahead 1.6 million dollars overall this year.
3. On the expense side, we have set aside \$270,000 dollars for staff bonuses. Briya hopes to pay those bonuses by the end of this fiscal year, by June.
4. We have gone over budget this year in direct student expenses. We received more money from IJLS grant and as a result we also more capacity to support our students with legal support. Additionally this year, we had more expenses for outdoor learning equipment and supplies as we offered full time outdoor learning at all four sites.
5. We have more office/business expenses. \$35,000 of this variance is additional PPE bought to prevent the Omicron spread such as KN95 masks and rapid test kits.
6. We are ahead of net income with 1.3 million dollars and projected net income is 1.1 million dollars.
7. We are in a good place financially.

6. Academic Committee – reported by Lorie Preheim

1. Enrollment

1. Student count (AE & PK): 753
2. Current enrollment (AE & PK): 669
3. ESL: 86% retention rate and WF: 83.5% retention rate
4. Waitlist
 - Waitlist: 178 families (165 AM, 13 PM)
 - Total Basic: 139, total Intermediate: 28, total Advanced: 11
5. Term 3 Enrollment
 - 87 new students started in January term.
 - 11 student ambassadors made welcome calls to new students. They also worked as class buddies to welcome and orient new students in class.
6. Medical Assistant Program promotion

- We have been trying to promote this in advance of open enrollment lottery. On Briya's Facebook there is a video featuring Shenell Williams (current Mary's Center employee who was in Briya's Medical Assistant Program) and Marlene Gutierrez (current MA student).
 - We received 365 views. We are sending this to all our current and former MA students as an outreach opportunity.
7. Health Insurance Advocacy
 - Briya Voices for All testified in February.
 8. Facebook Live/Videos
 - In January we did a series of videos in English, Spanish, French, and Amharic.
 - In February we are having ambassadors make individual videos.
 - Since the pandemic, this has been a great way to do outreach.
 - Please like and share Briya's content on our Facebook.
2. Board Performance Review
 1. There are four sections
 - Objectives Achievement (Full Board & committees) – by committee or individuals
 - Governance: This is the section board members need to do individually – rate Board performance and note your contribution
 - Performance Summary – by committee or individuals
 - Objectives for next period (2022-2023 SY) – by committee or committee chair
 2. Board members need to complete second bullet individually.
 3. The board performance review link will be sent Monday, March 7th. It is due March 31st. You will receive a reminder email from Doris.
 4. If you have questions, please reach out to Lorie.
 3. Academic Committee goals
 1. Develop a deeper understanding of the academic programs offered online and through blended learning at Briya.
 2. Monitor student enrollment throughout the year and support Briya's student outreach efforts.
 3. Develop strategies for greater Board involvement in school events.
 4. Board involvement
 1. March 9th 12:30-1:30 there is a strategy meeting. Flor will be participating to represent the board.
 2. Teacher appreciation week: we would like a board member to participate in an upcoming staff meeting in May.
 3. We need a board member to volunteer to give thanks during a staff meeting to recognize all the work that staff members do.
 4. Board members are welcome to join the equity committee and to do advocacy for Sharpe.
 5. There are many opportunities for board members to volunteer and participate and get a deeper understanding of Briya programs.

6. If you have questions, please reach out to Doris.
7. New Business/Announcements- none
8. Adjournment
 1. The meeting was adjourned at 12:52 pm.